

## **OCCUPATIONAL GROUP: Trades**

### **CLASS FAMILY: Skilled Trades**

#### **CLASS FAMILY DESCRIPTION:**

This family of positions includes those whose purpose is to perform semi-skilled and skilled work requiring a special ability acquired through training and/or experience. Some perform building trade duties in the operation, maintenance and repair of building and related facilities through a variety of trade areas. Others perform specialized services for state employees or individuals at state facilities.

---

#### **CLASS TITLE: Massage Therapist**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions, at the full performance level, perform massage and assist clients in the use of steam baths, sauna and exercise equipment. These positions do not have budgetary or supervisory responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs massage therapy.
- Assists guests with the use of mineral baths, sauna, and shower.
- Cleans and maintains work area.
- Counts, stocks, and maintains inventory.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the practice of massage therapy.
- Knowledge of the use of equipment.
- Ability to safeguard the health, safety, and welfare of guests.
- Ability to meet patrons and maintain courteous and efficient service.
- Ability to enforce regulations with tact and courtesy and to inform patrons of health regulations.
- Ability to understand and carry out written and verbal instructions.

#### **MINIMUM QUALIFICATIONS:**

**Education:** None.

**Experience:** 6 months of full-time or equivalent part-time paid experience as a massage therapist.

**Education & Experience Substitution:** Completion of a certified course in massage therapy, including training and Swedish massage therapy which may substitute on a month-by-month

basis for the required experience; OR, current licensure as a Massage Therapist by the WV Massage Therapy Board may substitute for the experience.

**Certificates, Licenses, Registrations:** N/A

---

**CLASS TITLE: Garment Worker**

**DISTINGUISHING CHARACTERISTICS:**

These positions, at the full performance level, perform sewing, mending and altering fabric items. These positions do not have budgetary or supervisory responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Mends, alters, cuts, and/or sews, by hand or machine, articles of clothing or other items.
- Cleans work area regularly.
- Marks and/or tags clothing or other items for identification.
- Inventories supplies.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of care, upkeep, and use of sewing machines.
- Knowledge of a variety of fabrics, their properties and uses.
- Knowledge of standard sewing procedures.
- Skill in manipulating a hand-sewing needle and thread.
- Ability to execute proper sewing procedure quickly and efficiently.
- Ability to follow written and verbal instructions.

**MINIMUM QUALIFICATIONS:**

**Education:** None.

**Experience:** 6 months to 1 year of full-time or equivalent part-time paid experience sewing or mending fabric articles.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** N/A

---

**CLASS TITLE: Tailor**

**DISTINGUISHING CHARACTERISTICS:**

These positions, at the advanced level, perform detailed work in the sewing, mending, altering and tailor-fitting of uniforms for the West Virginia State Police. These positions do not have budgetary or supervisory responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Measures and fits, mends, alters, sews or tailors uniforms and other specialty uniform items.
- Threads sewing machine; sets tension, uses attachments, and maintains machine.
- Cleans work area.
- Counts and maintains inventory.
- Writes orders for uniforms or supplies.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of care, upkeep, and use of sewing machines.
- Knowledge of a variety of fabrics, their properties and uses.
- Knowledge of standard sewing and tailoring procedures.
- Skill in manipulating a hand-sewing needle and thread.
- Ability to execute proper sewing procedure quickly and efficiently.
- Ability to follow written and verbal instructions.

#### **MINIMUM QUALIFICATIONS:**

**Education:** None.

**Experience:** 1 to 2 years of full-time or equivalent part-time paid experience sewing or mending fabric articles.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** N/A

#### **CLASS TITLE: Trades Technical Associate**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions perform semi-skilled work at the full performance level in constructing and installing aids, equipment, or electronic devices for improved accessibility for disabled individuals. These positions do not have supervisory or budgetary responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Installs aids, equipment, and devices.
- Repairs aids, equipment, and devices as needed.
- Fabricates assistive devices from wood, metal, and plastic.
- Trains individuals in the use of aids, devices, and equipment.
- Maintains machine tools.
- Maintains inventory of supplies; picks up materials for installation.
- Travels to complete jobs.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of general construction, including electrical work.
- Knowledge of the rules, regulations, and laws governing accessibility of disabled individuals to public and private structures.
- Skill in the use of hand and power tools used in building and construction.
- Ability to understand and follow building plans and blueprints.
- Ability to construct, install, and repair aids, equipment, and devices used to provide access for disabled individuals.
- Ability to follow written and verbal instructions.
- Ability to establish and maintain effective working relationships with others.

#### **MINIMUM QUALIFICATIONS:**

**Education:** None.

**Experience:** 1 – 3 years of full-time or equivalent part-time paid experience in carpentry or general construction work.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** N/A

---

#### **CLASS TITLE: Trades Technician**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions, at the full-performance level, perform semi-skilled or skilled work in the maintenance and repair of buildings and related facilities through a variety of trade areas, such as carpentry, plumbing, electrical, painting, drywall, masonry, welding, etc. These positions may have specialized skill and knowledge in one particular trade. They do not have supervisory or budgetary responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Constructs, repairs and/or replaces walls, floors, steps, doors, window frames, tables, chairs, and other wooden articles or equipment using saws and power and hand tools.
- Repairs and replaces lighting fixtures, bulbs, switches, and wiring; installs simple electrical equipment and assists in installation and repair of electrical equipment.
- Performs preventive maintenance on equipment and/or building equipment, such as HVAC and electrical and plumbing systems.
- Repairs and replaces sinks, toilets, faucets, pipes, drains, and water lines; unstops toilets, drains and sewer lines; cleans grease traps.
- Maintains, repairs, and install equipment, such as replacing motors, belts, seals, bearings, blades, supply and return fans, circulating pumps, and sump pumps.
- Performs masonry repair work such as preparing cement, installing reinforcing steel rods, patching and finishing cement work, and replacing damaged masonry.
- Designs, prepares, constructs and tears down exhibits.
- Repairs, hangs and finishes drywall.

- Patches, primes, and paints walls; paints window frames, tables, chairs, equipment, and other items.
- Performs cuts and grinds to structural steel using welding tools and methods.
- Repairs and maintains tools and equipment used.
- May perform building service work, such as sweeping, mopping and vacuuming floors, moving furniture or other items, and washing walls, windows, mirrors and fixtures.
- May perform routine grounds work such as mowing and trimming, removing snow, sweeping sidewalks, and picking up trash

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the standard methods, practices, tools and equipment used in a variety of building maintenance, HVAC, carpentry, masonry, electrical, and painting trades.
- Knowledge of the qualities, adaptability and uses of various woods and materials.
- Knowledge of the occupational hazards and related safety procedures.
- Skill in the use of carpenter's hand tools, power tools and woodworking machines.
- Ability to perform building maintenance, HVAC, carpentry, masonry, electrical, and painting work.
- Ability to safely operate tools and equipment used in building maintenance, HVAC, carpentry, masonry, electrical, and painting.
- Ability to determine materials needed for specific tasks.
- Ability to read and work from blueprints, drawings, sketches or schematic diagrams.
- Ability and finish coats to furnishings, machinery, equipment, exterior and interior surfaces of buildings using brush, roller or spray gun.
- Ability to cut and grind steel; using acetylene gas cutting torches and power grinders.
- Ability to safely work at various heights on ladders, platforms and scaffolds.
- Ability to repair and maintain tools and equipment used.
- Ability to understand and follow written and verbal instructions.

### **MINIMUM QUALIFICATIONS:**

**Education:** High school graduation or the equivalent.

**Experience:** 1 - 2 years of full-time or equivalent part-time paid experience related to trades or general maintenance.

**Education & Experience Substitution:** Successful completion of vocational school training related to trades may substitute for the required experience.

**Certificates, Licenses, Registrations:** Specific positions may require certification from a federal EPA approved testing organization as a certified technician required by the clean Air Act on refrigerant recycling.

### **CLASS TITLE: Trades Technician Senior**

### **DISTINGUISHING CHARACTERISTICS:**

These positions perform skilled work at the journey level in a moderately complex trade in the maintenance and repair of a variety of equipment used in heating and cooling of buildings. They

may act as a lead worker or supervisor for lower level trades workers. These positions do not have budgetary responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Maintains, service, and repairs heating ventilation and air conditioning equipment.
- Replaces air filters, belts, pumps, fans, and motors.
- Monitors and maintains a computerized heating air conditioning ventilation system; monitors and control the temperature within buildings; checks and corrects error readings.
- May lead or supervises the work of others.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of heating, ventilating, and air-conditioning equipment.
- Knowledge of the operational characteristics of building equipment and repair procedures.
- Knowledge of safety practices and procedures when maintaining building electrical and mechanical equipment.
- Ability to read prints, schematic circuits and diagrams used in repairing equipment.
- Ability to install, perform preventive maintenance and repair to heating and air-conditioning equipment.
- Ability to read and interpret the information from gauges and meters to monitor heating and cooling systems proper operation.
- Ability to keep records.
- Ability to follow oral and written instructions.

**MINIMUM QUALIFICATIONS:**

**Education:** High school graduation or the equivalent.

**Experience:** 3 - 4 years of full-time or equivalent part-time paid experience related to trades or general maintenance.

**Education & Experience Substitution:** Successful completion of vocational school training related to trades may substitute for two years of the required experience.

**Certificates, Licenses, Registrations:** Specific positions may require certification from a federal EPA approved testing organization as a certified technician required by the clean Air Act on refrigerant recycling.

---

**CLASS TITLE: Trades Technician Coordinator**

**DISTINGUISHING CHARACTERISTICS:**

These positions perform supervisory work overseeing the construction, operations, maintenance and repair of building and related facilities. These positions do have supervisory or budgetary responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversees the work of a construction crew engaged in building and fixture maintenance and repair work.
- Submits orders for materials and supplies per division procedures.
- Allocates manpower and equipment resources objects as necessary.
- Conducts work site inspections to assure compliance with project schedule and with safety and environmental requirements.
- Prepares necessary supervisory reports of project status and personnel related reports.
- Oversees employee orientation and training; approves leave, coaches and develops employees; evaluates employee performance; responds to grievances as necessary.

**KNO WLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the tools, equipment, practices and materials in commercial building maintenance and repair.
- Knowledge of life/fire safety regulations and codes and federal and state occupational safety and environmental regulations.
- Ability to supervise, schedule, assign and evaluate work of others.
- Ability to estimate costs, time, materials and supply requirements for maintenance and repair work.
- Ability to prepare and interpret sketches, diagrams and blueprints.

**MINIMUM QUALIFICATIONS:**

**Education:** High school graduation or the equivalent.

**Experience:** 3 - 5 years of full-time or equivalent part-time paid experience in maintenance and repair of buildings.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** N/A

---

**CLASS TITLE: Waste and Water Treatment Plant Operator**

**DISTINGUISHING CHARACTERISTICS:**

These positions perform skilled work in the operation of a water or wastewater plant. They collect and analyze water at various stages of treatment, calculating amounts needed and adjusting chemical additives to insure proper and efficient treatment and performing preventative maintenance and minor repairs to equipment. These positions do not have budgetary responsibilities. They may train and assign work to others. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*



- Operates a water or sewage treatment facility.
- Lubricates and performs minor repairs to motors, pumps, valves and filters.
- Lubricates and performs minor repairs to chlorinators, ammoniators, alum machines, digestors, aerators and related water and sewage treatment equipment and chemical feeders, flow recorders and controllers.
- Collects water samples, performs chemical tests to determine purity, clarity and pH level, and determines portability of water supply and biochemical level of sewage effluent.
- Reads meters and records findings on daily log.
- Cleans plant buildings, screens, tanks and equipment when necessary.
- Inventories and orders supplies.
- May assign and lead the work of others.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the operations in a water or sewage treatment plant.
- Knowledge of the hazards and safety precautions required while working with water or sewage treatment equipment and the plant's influent or effluent.
- Knowledge of the methods and tools used in operating and maintaining water or sewage treatment equipment.
- Ability to operate and maintain mechanical equipment.
- Ability to collect water samples and perform chemical analysis.
- Ability to use and care for the standard tools used in the plumbing trade.
- Ability to read meters and maintain simple records.
- Ability to assign and review the work of others.
- Ability to understand and follow oral and written instructions .

#### **MINIMUM QUALIFICATIONS:**

**Education:** High school graduation or the equivalent.

**Experience:** 1 - 2 years of full-time or equivalent part-time paid experience in waste water treatment.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** Certification as a Class 1 Operator issued by the Division of Sanitary Engineering, West Virginia State Board of Health, in one of the following areas: Waste Water Treatment Works or Public Water Supply.

**CLASS TITLE:** Electrician, Master

#### **DISTINGUISHING CHARACTERISTICS:**

These positions perform master-level electrical work including construction, remodel, repair and preventive maintenance of electrical systems. These positions may supervise. They do not have budgetary responsibilities. Perform related work as required.



**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Installs, repairs, renovates and maintains low and high voltage systems, HVAC, electrical equipment and related systems.
- Designs electrical circuit schematic plans and writes specifications; reads blueprints and schematic diagrams and engineering specifications.
- Inspects electrical installations.
- Ensures lock-out, tag-out procedures are followed by electricians and contractors.
- Ensures safety procedures are followed by electricians and contractors.
- Ensures all operational checks and maintenance are accurately performed according to specifications.
- Maintains records and prepares reports.
- May supervise the work of others.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of National Electric Code, state electrical code and of the Underwriters' rules for electrical installations.
- Knowledge of standard practices, materials, machines, and tools used in the installation and maintenance of electrical equipment and systems.
- Knowledge of the occupational hazards associated with the trade.
- Knowledge of the theory and principles of electricity.
- Demonstrates exceptional skill in the use of tools, testing devices, and machines used in the trade.
- Ability to effectively install, maintain, trace, diagnose, and repair electrical systems and equipment.
- Ability to effectively read blueprints, schematic diagrams and engineering specifications.
- Ability to effectively carry out complex technical written and oral instructions.
- Ability to prepare and present clear and concise reports.
- Ability to communicate effectively, verbally and in writing.
- Ability to maintain effective working relationships with employees, contractors, public officials and the public.

**MINIMUM QUALIFICATIONS:**

**Education:** High school graduation or the equivalent.

**Experience:** 1 - 3 years of full-time or equivalent part-time paid experience as a Master Electrician.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** Licensed as a Master Electrician.

---

**CLASS TITLE:** Skilled Trades Supervisor

**DISTINGUISHING CHARACTERISTICS:**

These positions facilitate all maintenance, construction and safety requirements for an entire physical state property. They supervise the preventive maintenance and repair of state facilities. These positions have supervisory responsibilities, but do not have budgetary responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, schedules, assigns and evaluates the work of skilled and semi-skilled craft and trades workers engaged in building and fixture maintenance and repair work.
- Prepares sketches or layouts of projects; estimates costs, materials, equipment and time for projects; submits orders for materials and supplies per division procedures.
- Allocates manpower and equipment resources to simultaneous projects as necessary.
- Conducts work site inspections to assure compliance with project schedule and with safety and environmental requirements.
- Prepares necessary supervisory reports of project status and personnel related reports.
- Assists in the selection of new employees; oversees employee orientation and training; approves leave, coaches and develops employees; evaluates employee performance; responds to grievances as necessary

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the tools, equipment, practices and materials in commercial building maintenance and repair.
- Knowledge of life/fire safety regulations and codes and federal and state occupational safety and environmental regulations.
- Ability to schedule, assign and evaluate work for multiple maintenance projects.
- Ability to estimate costs, time, materials and supply requirements for maintenance and repair work.
- Ability to prepare and interpret sketches, diagrams and blueprints.
- Ability to use computer-based data systems and office automation software for word processing and spreadsheets.

**MINIMUM QUALIFICATIONS:**

**Education:** High school graduation or the equivalent.

**Experience:** 4 - 6 years of experience in maintenance and repair of buildings, two years of which must have been in a supervisory capacity.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** HVAC Certification

---

## **CLASS TITLE: HVAC Technician**

### **DISTINGUISHING CHARACTERISTICS:**

These positions perform technical work in the analysis of more complex modification or repair problems of heating, ventilation and air conditioning (HVAC) equipment and energy monitoring systems. These positions do not have supervisory or budgetary responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Troubleshoots HVAC equipment using energy management systems and hand tools.
- Repair and adjust HVAC equipment to ensure system performance reliability efficiency and safety.
- Perform preventative maintenance on HVAC equipment to ensure reliability and proper systems performance and efficiency.
- Recommends changes in set points and upgrades to HVAC equipment.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the equipment, methods, practices and materials used in HVAC and energy management systems operation and maintenance.
- Knowledge of the computer controls, functions and technical adjustments pertaining to HVAC and energy management systems.
- Knowledge of the occupational hazards and safety precautions related with HVAC systems operation and maintenance.
- Knowledge of federal and state laws related to refrigeration and/or HVAC operation and maintenance.
- Knowledge of arithmetic functions.
- Ability to troubleshoot HVAC systems and equipment and take corrective actions.
- Ability to read and interpret HVAC and energy management system blueprints and operating diagrams.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships.

### **MINIMUM QUALIFICATIONS:**

**Education:** High school graduation or the equivalent.

**Experience:** 5 - 6 years of full-time or equivalent part-time paid experience related to trades or general maintenance.

**Education & Experience Substitution:** Successful completion of vocational school training related to trades may substitute for two years of the required experience.

**Certificates, Licenses, Registrations:** Possession of a certificate of training relating to the use of air conditioning refrigerants - Clean Air Act of 1990, Section 608.